

S E C R E T

INSTRUCTION NO.  
LI 50-2

LI 50-2  
OPERATIONS  
Revised 30 September 1974

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SUBJECT : Intelligence Support in Crisis Situations

REFERENCES: (a) DD/S Administrative Instruction No. 72-13 dtd  
1 November 1972, Subject: Intelligence Support  
in Crisis Situations  
  
(b) LI 50-1 Revised 25 April 1974, Subject: Emergency  
Action During Nonduty Hours - Office of Logistics

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The following provisions will become effective upon receipt of instructions from the Deputy Director for Administration to implement the plans for support in crisis situations:

1. SENIOR LOGISTICS CONTACT OFFICIALS (SLCO)

The Office of the Director of Logistics (O-D/L) will be manned on a 24-hour-a-day, 7-day-a-week basis by the officials listed in the attachment. Similar arrangements will prevail for the divisions and staffs within the Office of Logistics (OL). In addition, one or more senior officials may be detailed to the area division or other Headquarters activity concerned to render assistance on logistics matters and to coordinate all project requirements levied on OL.

2. LOGISTICS TASK FORCE

- a. The Personnel and Training Staff (P&TS), OL, will maintain a current roster of individuals, to perform specific functions, who are available for dispatch on short notice, individually or as a team, to the geographic area concerned.
- b. Passports, immunizations, physical examinations, and security clearances will be kept current by OL/P&TS for the individuals on this roster.

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3. EMERGENCY REQUIREMENTS PROCESSING

OL resources for acquisition, storage, and transportation will be geared to provide top priority handling for specific projects. OL will accept urgent requirements orally, subject to later confirmation in writing, with all appropriate budget, supervisory, and technical authorizations; this applies to all actions involving commitment of funds or property.

4. VEHICLES AND EQUIPMENT

Agency vehicles and other equipment will be redistributed, as needed.

5. PRINTING SERVICES

The Special Printing Plant, on the seventh floor at Headquarters Building, operates on a 24-hour-a-day, 7-day-a-week basis and is geared to handle extraordinary requirements. The printing plant at the Printing Services Building and the General Printing Plant on the ground floor at Headquarters Building have night shifts which can accommodate emergency printing and photographic requirements also.

6. LOGISTICS SERVICES

- a. Cafeteria schedules in the Headquarters Building will be adjusted, as required, to provide food service during other than normal working hours. However, the snack bars and the several automatic vending machines normally will be relied upon for this purpose.
- b. Motor pool and courier service for other than regular duty hours, as now provided through the CIA Operations Center, will be expanded by the Logistics Services Division, OL, when required.

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7. REQUIRED ACTIONS UPON RECEIPT OF NOTIFICATION OF A CRISIS SITUATION

- a. During normal duty hours. The Executive Officer (EO), will:
- (1) Establish liaison with the CIA Operations Center (extension 7551) and the area division concerned.
  - (2) Notify the SLC0's of their duty assignments.
  - (3) Notify the D/L, DD/L, and all chiefs of OL divisions and staffs of the crisis situation.
- b. During off-duty hours. The OL Senior Staff Duty Officer (SSD0) will:
- (1) Notify the appropriate SLC0 to report immediately to the O-D/L for duty and to establish contact with the CIA Operations Center and the area division concerned. If the SLC0 cannot be located or will be unduly delayed in reporting, the SSD0 will report to the O-D/L and accomplish the above actions until relieved by the SLC0.
  - (2) If earlier than 2400 hours, also notify the SLC0 on the 2400 to 0800 hours shift.
  - (3) Notify the D/L, DD/L, EO/OL, and all chiefs of OL divisions and staffs of the crisis situation.
  - (4) Notify the remainder of the SLC0's the following morning at 0800 hours of the implementation of the schedule in the attachment.

  
MICHAEL J. MALANICK  
Director of Logistics

25X1A

Att

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S E C R E T

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**Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010021-2**

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S-E-C-R-E-T

INSTRUCTION NO.  
LI 50-2

LI 50-2  
OPERATIONS  
Revised 18 February 1972

SUBJECT : Intelligence Support in Crisis Situations

REFERENCES: (a) DD/S Administrative Instruction No. <sup>72-13</sup> ~~41-4~~ dtd <sup>up to date</sup> ~~28 December 1972~~, Subject: Intelligence Support in Crisis Situations  
<sup>Revised 25 April 1974</sup>  
(b) LI 50-1 ~~Revised 18 February 1972~~, Subject: Emergency Action During Nonduty Hours - Office of Logistics

The following provisions will become effective upon receipt of instructions from the Deputy Director for Administration to implement the plans for support in crisis situations:

1. SENIOR LOGISTICS CONTACT OFFICIALS (SLCO)

<sup>(0-10/1)</sup>  
The Office of the Director of Logistics will be manned on a 24-hour-a-day, 7-day-a-week basis by the officials listed in Attachment <sup>SLC</sup>. Similar arrangements will prevail for the divisions and staffs within the Office of Logistics. In addition, one or more senior officials may be detailed to the area division or other Headquarters activity concerned to render assistance on logistics matters and to coordinate all project requirements levied on the Office of Logistics. OL.

2. Logistics Task Force

a. <sup>OL</sup> Personnel and Training Staff (P & TS) will maintain a current roster of individuals, to perform specific functions, who are available for dispatch on short notice, individually or as a team, to the geographic area concerned.

b. <sup>kept</sup> Passports, immunizations, physical examinations, and security clearances will be maintained current by P & TS for the individuals on this roster.

VACANCY NOTICE

AGENCY WIDE

14 MAY 1974

Office of Current Intelligence  
Office

<b>POSITION TITLE</b>  Publications Typist	<b>GRADE</b>  GS-06	<b>POS. NO.</b>  0818
<b>COMPONENT/LOCATION</b> DDI/Office of Current Intelligence/Production Staff/ Publications Support Branch - Headquarters		
<b>JOB DESCRIPTION:</b>  Applicant is needed to staff position concerned with typing of highly classified current intelligence publications for printing. Additionally, applicant will be responsible for typing memoranda, reports, letters, tables, captions and charts. On a limited basis applicant will copyread OCI publications.		
<b>QUALIFICATIONS:</b> 1. Applicant should be a high school graduate with at least six months experience in operating the IBM MT/ST, model IV. 2. Applicant must be qualified in typing. 3. Regular hours are 0900 - 1730. However, applicant should be available for occasional overtime and weekend duty.		
<b>DEADLINE FOR NOMINATIONS:</b> 31 May 1974		

3. EMERGENCY REQUIREMENTS PROCESSING

*OL*  
~~Office of Logistics~~ resources for acquisition, storage, and transportation will be geared to provide top priority handling for specific projects. ~~The Office of Logistics~~ will accept urgent requirements orally, subject to later confirmation in writing, with all appropriate budget, supervisory, and technical authorizations; this applies to all actions involving commitment of funds or property.

4. VEHICLES AND EQUIPMENT

Agency vehicles and other equipment will be redistributed as needed.

5. PRINTING SERVICES

The Special Printing Plant, on the seventh floor at Headquarters Building, operates on a 24-hour-a-day, 7-day-a-week basis and is geared to handle extraordinary requirements. The printing plant at the Printing Services Building and the General Printing Plant, on the ground floor at Headquarters Building, have night shifts which can accommodate emergency printing and photographic requirements also.

6. LOGISTICS SERVICES

- a. Cafeteria schedules in the Headquarters Building will be adjusted, as required, to provide food service during other than normal working hours. However, the snack bars and the several automatic vending machines normally will be relied upon for this purpose.

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# VACANCY NOTICE

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010021-2 26 JUL 1974

AGENCY WIDE

## Central Reference Service Office

POSITION TITLE	GRADE	POS. NO.
Secretary-Typing	GS-06	1761
COMPONENT/LOCATION		STATINTL
DDI/CRS/FEPAC/ [REDACTED] - Headquarters		
JOB DESCRIPTION:		STATINTL
<p>Serves as secretary to the Chief, [REDACTED], and performs appropriate administrative work for the branch. Types correspondence and reports, and proofreads pagereader forms. Distributes branch mail. Serves as receptionist for Branch Chief, receiving telephone calls and visitors. Arranges conferences and appointments for the Chief. Maintains the administrative and operational files for the branch.</p>		
<p>QUALIFICATIONS:</p> <p>At least a high school graduate with a proficiency in secretarial work. A person of mature judgment with a pleasing personality and the ability to exercise considerable initiative and is able to complete assignments without continuous supervision. A person who meets Agency requirements in typing.</p>		
DEADLINE FOR NOMINATIONS:		Accompanied by Official Personnel Folder and current biographic profile
2 August 1974		

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position.

TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT OFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 332 AMES BUILDING.

SIGNED [REDACTED]  
STATINTL OFFICE CRS/Admin  
ROOM NUMBER 2 E 6104  
DATE 24 July 1974  
PHONE x5401



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INSTRUCTION NO.  
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Revised 18 February 1972

- b. Motor pool and courier service for other than regular duty hours, as now provided through the CIA Operations Center, will be expanded by the Logistics Services Division when required.

7. REQUIRED ACTIONS UPON RECEIPT OF NOTIFICATION OF A CRISIS SITUATION

- a. During normal duty hours. The Office of Logistics Executive Officer will:

- (1) Establish liaison with the CIA Operations Center (extension 7551) and the area division concerned.
- (2) Notify the SLCO's of their duty assignments.
- (3) Notify the Director of Logistics, Deputy Director of Logistics, and all chiefs of the OL divisions and staffs of the crisis situation.

- b. During off-duty hours. The OL Senior Staff Duty Officer will:

- (1) Notify the appropriate SLCO to report immediately to the Office of the Director of Logistics for duty and to establish contact with the CIA Operations Center and the area division concerned. If the SLCO cannot be located or will be unduly delayed in reporting, the Duty Officer will report to the Office of the Director of Logistics and accomplish the above actions until relieved by the SLCO.
- (2) If earlier than 2400, also notify the SLCO on the 2400-0300 shift.
- (3) Notify the Director of Logistics, Deputy Director of Logistics, Executive Officer, and all chiefs of OL divisions and staffs of the crisis situation.

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- (4) Notify the remainder of the SLCO's the following morning at 0800 of the implementation of the schedule in Attachment *K. Chow*



~~2 Attach~~  
~~Att 1 - Senior Logistics Contact Officials~~  
~~Att 2 - Logistics Task Force~~

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*ATTN*

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S-E-C-R-E-T

Attachment  
to LI 50-2  
Revised:

Senior Logistics Contact Officials

In a crisis situation, the Office of the Director of Logistics, will be  
manned from 0800-1700 hours by regularly assigned personnel.

During off-duty hours, the following personnel will be on duty in the office  
of the D/L:

Officer	Crisis Period	Duty Hours	Office Telephone	Home Telephone
25X1A	1st Day	1700-2400 2400-0800	3046 4111	25X1A
	2nd Day	1700-2400 2400--0800	7808 3017	
	3rd Day	1700-2400 2400-0800	3442 3365	

Note: Subsequent days will rotate as above.

# VACANCY NOTICE

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010021-2 1 MAY 1974

DDS&T/OSA

Office

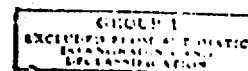
POSITION TITLE	GRADE	POS. NO.
Secretary-Steno	GS-06	0646
COMPONENT/LOCATION		STATINTL
DDS&T/Deputy for Materiel/Maintenance Division - [REDACTED]		
<p>JOB DESCRIPTION:</p> <p>All phases of secretarial duties, including: Typing of memoranda, cables, reports and other correspondence as required; receiving, sorting, logging, and distributing incoming and outgoing correspondence; maintenance of files.</p>		
<p>QUALIFICATIONS:</p> <p>Must be qualified in Agency typing standards and possess a knowledge of Agency correspondence procedures. Shorthand desirable, but not mandatory. Must be able to work swiftly, accurately, and with a minimum of supervision.</p>		
DEADLINE FOR NOMINATIONS:		Accompanied by Official Personnel Folder and current biographic profile
15 May 1974		

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position.

TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT OFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 332 AMES BUILDING.

SIGNED [REDACTED] STATINTL  
 OFFICE Clerical Staffing Branch  
 ROOM NUMBER 332 Ames Building  
 DATE 30 April 1974  
 PHONE x2524

FORM 2762 OBSOLETE PREVIOUS EDITION



(4)

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ADMINISTRATIVE-INTERNAL USE ONLY

S-E-C-R-E-T

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SUBJECT : Intelligence Support in Crisis Situations

REFERENCES: (a) DD/S Administrative Instruction No. <sup>72-13</sup> ~~71-4~~ dtd  
~~26 December 1972~~, Subject: Intelligence Support  
in Crisis Situations

(b) LI 50-1 Revised 18 February 1972, Subject: Emergency  
Action During Nonduty Hours - Office of Logistics

The following provisions will become effective upon receipt of instructions from the Deputy Director for ~~Support~~ <sup>ADMINISTRATION</sup> to implement the plans for support in crisis situations:

1. SENIOR LOGISTICS CONTACT OFFICIALS (SLCO)

The Office of the Director of Logistics will be manned on a 24-hour-a-day, 7-day-a-week basis by the officials listed in Attachment 1. Similar arrangements will prevail for the divisions and staffs within the Office of Logistics. In addition, one or more senior officials may be detailed to the area division or other Headquarters activity concerned to render assistance on logistics matters and to coordinate all project requirements levied on the Office of Logistics. OL.

2. LOGISTICS TASK FORCE

- a. Attachment 2 is a roster of individuals, with functions as indicated, who are available for dispatch on short notice, individually or as a team, to the geographic area concerned.
- b. Passports, immunizations, physical examinations, and security clearances will be maintained current by ~~the Personnel and Training Staff~~ <sup>(RPS)</sup> for the individuals on this roster. ~~The Personnel and Training Staff will notify the Planning Staff when an individual on the~~ <sup>PLANS & PROGRAMS STAFF (RPS)</sup>

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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~~roster has completed the requirements making him eligible for immediate movement overseas.~~

~~c. In the event a person is deleted from this roster for administrative or other reasons, the Personnel and Training Staff will report his name to the Planning Staff which will secure a replacement from the appropriate division or staff.~~

### 3. EMERGENCY REQUIREMENTS PROCESSING

*OK*  
Office of Logistics resources for acquisition, storage, and transportation will be geared to provide top priority handling for specific projects. The Office of Logistics will accept urgent requirements orally, subject to later confirmation in writing with all appropriate budget, supervisory, and technical authorizations; this applies to all actions involving commitment of funds or property.

### 4. VEHICLES AND EQUIPMENT

Agency vehicles and other equipment will be redistributed as needed.

### 5. PRINTING SERVICES

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### 6. LOGISTICS SERVICES

a. Cafeteria schedules in the Headquarters Building will be adjusted, as required, to provide food service during other than normal working hours. However, the snack bars and the several automatic vending machines normally will be relied upon for this purpose.

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S-E-C-R-E-T

- 
- a. Personnel and Training Staff (P&TS) will maintain a current roster of individuals, to perform specific functions, who are available for dispatch on short notice, individually or as a team, to the geographic area concerned.

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INSTRUCTION NO.  
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- b. Motor pool and courier service for other than regular duty hours, as now provided through the CIA Operations Center, will be expanded by the Logistics Services Division when required.

7. REQUIRED ACTIONS UPON RECEIPT OF NOTIFICATION OF A CRISIS SITUATION

- a. During normal duty hours. The Office of Logistics Executive Officer <sup>OL</sup> will: (04)

- (1) Establish liaison with the CIA Operations Center (extension 7551) and the area division concerned.
- (2) Notify the SLCO's of their duty assignments.
- (3) Notify the Director of Logistics, <sup>(OL)</sup> Deputy Director of Logistics, and all chiefs of the OL divisions and staffs of the crisis situation. (00)

- b. During off-duty hours. The OL Senior Staff Duty Officer will:

- (1) Notify the appropriate SLCO to report immediately to the Office of the Director of Logistics for duty and to establish contact with the CIA Operations Center and the area division concerned. If the SLCO cannot be located or will be unduly delayed in reporting, the Duty Officer will report to the Office of the Director of Logistics and accomplish the above actions until relieved by the SLCO.
- (2) If earlier than 2400, also notify the SLCO on the 2400-0800 shift. D/L DO/L
- (3) Notify the Director of Logistics, Deputy Director of Logistics, <sup>ED</sup> Executive Officer, and all chiefs of OL divisions and staffs <sup>OL</sup> of the crisis situation.

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S-E-C-R-E-T



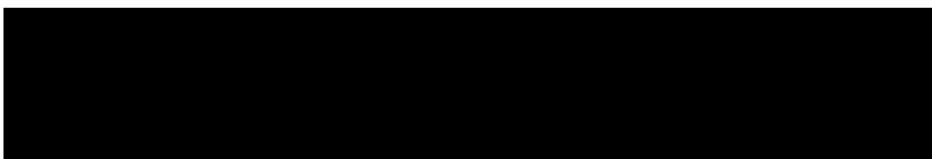
S-E-C-R-E-T

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OPERATIONS  
Revised 18 February 1972

- (4) Notify the remainder of the SLCO's the following morning at 0800 of the implementation of the schedule in Attachment 1.

25X1A

  
Director of Logistics

~~2 Attch~~

~~Att 1 - Senior Logistics Contact Officials~~

~~Att 2 - Logistics Task Force~~

ATT

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S-E-C-R-E-T

ATTACHMENT 2

to

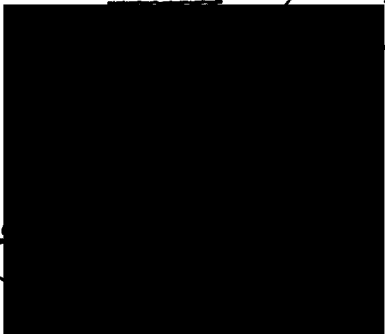

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Revised 18 February 1972

SENIOR LOGISTICS CONTACT OFFICIALS

In a crisis situation the Office of the Director of Logistics will be manned from 0800-1700 hours by regularly assigned personnel. During off-duty hours, the following personnel will be on duty in the Office of the Director of Logistics.

25X1A

<u>Officer</u>	<u>Crisis Period</u>	<u>Duty Hours</u>	<u>Office Telephone</u>	<u>Home Telephone</u>
	1st day	1700-2400	<del>4111</del> 3046	
		2400-0800	<del>3265</del> 4111	
	2nd day	1700-2400	7808	
		2400-0800	3017	
	3rd day	1700-2400	<del>3357</del> 3442	
		2400-0800	<del>3442</del> 3365	

NOTE: Subsequent days will rotate as above.

25X1A

S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

25X1A

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